

## Request for Field Trip Lunches

TODAY'S DATE: _____	TEACHER'S NAME: _____
TOTAL STUDENT MEALS NEEDED: _____	TOTAL ADULT MEALS NEEDED (\$4.50/MEAL): _____
DATE OF FIELD TRIP: _____	School Site: _____
DEPARTURE TIME: _____	
PICK UP TIME : _____	

STUDENT'S NAME	ID #	Served YES	Served NO	STUDENT'S NAME	ID #	Served YES	Served NO
1.				21.			
2.				22.			
3.				23.			
4.				24.			
5.				25.			
6.				26.			
7.				27.			
8.				28.			
9.				29.			
10.				30.			
11.				31.			
12.				32.			
13.				33.			
14.				34.			
15.				35.			
16.				36.			
17.				37.			
18.				38.			
19.				39.			
20.				40.			

### INSTRUCTIONS

1. Please notify the Lead of Nutrition Services at your school site **14 working days** prior to pending field trip.
2. Complete the form for students requesting cafeteria lunches only. Return the form to the Nutrition Services Dept. at your site **10 working days** prior to the field trip date.
3. On the day of the field trip the teacher will need to pick up the lunches, packed in coolers at their site cafeteria.
4. **\*\*In accordance with food safety guidelines all menu items must be offered to students no later than 4 hours after pickup from the cafeteria.\*\***
5. Teacher is responsible for accounting for all meals served.
6. Any unused or unserved meals will be charged to site account/Administration @ \$3.00/meal.
7. Return completed form and empty coolers to cafeteria lead upon return.
8. Any damaged or lost equipment will be charged to site.

**Signature below indicates faculty member understands and agrees to all instructions as stated.**

Teacher Signature: \_\_\_\_\_